



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 4-9-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 3430-2		Date Received APR 15 1974	Date Completed MAY 20 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of School Administrative Services School Food Services Room 211 156 Trinity Avenue, Atlanta, Georgia 30334		4. Person to Contact Charlotte Tuck	5. Working Title Administrative Aide
		6. Tel. No. 2457	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title

See attached

10. What is the function of the office in which this record series is created?

The Office of School Administrative Services supervises allotments and payments of education funds to local systems under MFPE law and some federal programs. The Office of School Administrative Services administers standards for schools and systems, Shared Services Projects, the school building, school nutrition programs and textbook programs, public library services, food distribution, the school transportation and surplus property programs.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See attached

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [] []
- 14. Is there a duplication of this series in another office or agency? [] []
- 15. Is the information contained in this series ever summarized or published? [] []
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] []
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] []
- 18. Could the function be performed if the files were lost or destroyed? [] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] []
- 20. Does the record series provide data as input to an EDP file? [] []
- 21. Does the record series contain documentation produced as EDP printout? [] []
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept See attached years: See attached
a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - ~~X~~ [] OTHER See attached, then:
[] Hold in the current files area _____ month(s)/_____ year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
[] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Deena A. Spauloch</i>		Date <i>4-10-74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved		<i>H. C. Lacey</i>	<i>4/10/74</i>
	State Auditor/Designee [X] Approved [] Disapproved		<i>William H. Hagan</i>	<i>5-15-74</i>
	Secretary of State/Designee [X] Approved [] Disapproved		<i>Carroll Kent</i>	<i>May 14, 74</i>
	Attorney General/Designee [] Approved [] Disapproved		<i>Bob K. Helle</i>	<i>5-17-74</i>
	STATE RECORDS COMMITTEE [X]			

74-146 SCHOOL FOOD PRICE POLICY FILES

Documents relating to the establishment of policy for the granting of reduced price or free meals for eligible students, by local school systems.

Included are (1) Policy Statement for Free and Reduced Price Meals, (2) Approval of Policy for Free and Reduced Price Meals, (3) Amendment to Free and Reduced Price Meals Policy.

Files are arranged alphabetically by school system.

Cutoff at the end of each fiscal year; then, hold in the current files area for 1 year; then, transfer to the State Records Center for 3 years; then, destroy.

74-147 SCHOOL FOOD SERVICE FEDERAL REPORT FILES

Documents relating to the reports required by the Federal Government on projects relating to the Child Nutritional Program.

Included are (1) FNS-10 (Monthly Report of School Food Service Operations and Schools Without Food Service), (2) FNS-13 (Annual Statement of Income and Expenditures (National School Lunch Program), (3) FNS-24 (City School Feeding Report (Cities with Populations of 100,000 and Over), (4) FNS-28 (Monthly Report of Special Milk Program), (5) FNS-47 (Annual Report of School Food Service), (6) FNS-64 (Non-Food Assistance Program Annual Report of Operations), (7) FNS-87 (Civil Rights Compliance Review (Public Schools), (8) FNS-87-1 (Civil Rights Compliance Review (Service Institutions and Non-Profit Private Schools), (9) FNS-360 (Program Outlay Report) and (10) FNS-373 (Letter of Credit/Report (Child Nutrition Programs).

Files are arranged by the type of report, and thereunder chronologically by date of the report.

Cut off at the end of each fiscal year; then, hold in the current files area for 1 year; then, transfer to State Archives for permanent retention.

74-148 SCHOOL FOOD SERVICE TRAINING FILES

Documents relating to the attendance and performance of school lunchroom personnel (local systems) in courses pertaining to the development of skills necessary for the most efficient and practical operation of a school lunchroom, and the related administrative papers for the course.

Included are (1) Form GAP-5 (ATTENDANCE REPORT), (2) Form GAP-4 (APPLICATION FOR SCHOOL LUNCH TRAINING), (3) Form GAP-9 (REQUEST FOR PAYMENT OF INSTRUCTOR), (4) Form GAP-3 (APPLICATION FOR COURSE APPROVAL), and (5) GAP-7 (FINANCIAL REPORT OF TRAINING).

Files are arranged chronologically by date of course.

Cut off at the end of each fiscal year; then, hold in the current files area for 1 year; then, transfer to the State Records Center for three years; then, destroy.

74-149

SCHOOL FOOD SERVICE TRAINING CARD FILES

Documents relating to the courses that School Food Service Personnel (Local Systems) have completed.

Included is Form GAP-10 a 5X8 card listing the courses that a school lunchroom employee has completed.

Files are arranged alphabetically by school system, and thereunder by the employee's name.

Upon termination of employment remove card from file and place in inactive file; cut off inactive file at the end of each fiscal year; hold in current files area 5 years; then destroy.

74-150

SCHOOL FOOD SERVICE PROGRAM REVIEW FILES

Documents relating to the review by School Food Service Consultants of participating schools in a School Food Service Program (A review is required to be made every three years).

Included are (1) Administrative Review, (2) Lunch Analysis, (3) Section II, Administrative Review: Pricing and Free and Reduced Price Meal Policy and Practices, (4) Correspondence between the consultant and school officials concerning the review of the school.

Files are arranged alphabetically by the name of the school system and thereunder by the name of the school.

Hold in the active file for three years or until completion of next review, then, place in inactive file; cut off inactive file at end of each fiscal year; then, hold in CFA for 1 year. Transfer to Records Center for one year then destroy.

74-151

SCHOOL FOOD SERVICE PROGRAMS APPLICATION FILES

Documents relating to the application of local school systems to participate in the School Food Service Programs (School Lunch, School Breakfast, Surplus Commodities, or Special Milk Programs).

Included are (1) GA. SFS-5(A) Schedule A, (2) GA. SFS-5(C) School Food Service Program Agreement, (3) GA. SFS-5 School Food Service Application.

Files are arranged alphabetically by the name of the school system.

When application, agreement and/or "Schedule A" is superseded or obsolete, remove from the active file and place in the inactive file; then, cut off the inactive file at the end of each fiscal year; then, hold in the current files area for 1 year; then, transfer to the State Records Center for 2 years; then, destroy.

AMENDED

74-152

SCHOOL FOOD SERVICE COST COMPUTER PRINTOUT FILES

Documents relating to the monthly summaries of cost incurred by individual schools participating in either the School Lunch Program or the Breakfast Program. The Printout for each month contains the previous months information, along with the current month's information.

Included are (1) SL030-01 Monthly Printout for School Lunch Program (2) SL034-01 Monthly Printout for Breakfast Program.

Files are arranged alphabetically by the name of the school system and thereunder by the name of the school.

Cut off monthly; hold until superseded; then, destroy; with the exception of the final report for the school year; cut off at the end of the fiscal year, then hold in the current files area for 1 year; then, transfer to the State Archives for permanent retention.

74-153 ITINERARY FILES

Documents relating to the proposed working schedule of School Food Service Personnel.

Included is a weekly itinerary showing the schedule for the employee.

Files are arranged alphabetically by employee and thereunder chronologically.

Cut off at the end of each calendar year, then hold in CFA for 6 months then destroy.